



PERSONNEL COMMISSION  
**AGENDA OF SPECIAL MEETING**  
Tuesday, March 22, 2022 – 10:00 A.M.  
37230 37<sup>th</sup> Street East, Room 125  
Palmdale, CA 93550

The Personnel Commission is committed to public input and participation in Personnel Commission meetings in a manner that is consistent with guidance provided by our county public health official. Anyone attending the meeting in person (limited capacity) will be required to wear a face covering for the duration of the meeting until otherwise advised.

*In compliance with the American with Disabilities Act, if special assistance is required to participate in this meeting, contact the Personnel Commission Office at 661-285-2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.*

*Pursuant to Government Code 54954.2 (a) (1), the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available may for review at the Personnel Commission Office.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**ROLL CALL:** Mrs. Deneese Thompson, Chairperson  
Mr. Dale Speights, Vice Chairperson  
Mrs. Kathleen Duren, Commissioner

**I. PUBLIC COMMENTS**

A. Comments Concerning Items on the Agenda

**II. NEW BUSINESS**

**ACTION**

- |                                                                                                      |          |
|------------------------------------------------------------------------------------------------------|----------|
| A. Approve Eligibility List with Fewer Than Three Ranks<br>Benefits Payroll Clerk                    | 28-21/22 |
| B. Approve Eligibility Lists with Fewer Than Three Ranks<br>Paraeducator Certified Interpreter (DHH) | 29-21/22 |
| C. Approve Initial Salary Placement<br>Mental Health Intensive Case Manager                          | 30-21/22 |

**III. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: April 13, 2022 at 5:30 P.M.**

OPEN SESSION ADJOURNMENT \_\_\_\_\_ P.M

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	March 22, 2022		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: BENEFITS/PAYROLL CLERK		

**BACKGROUND**

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

**STATUS**

Recruitment efforts for Benefits/Payroll Clerk have been challenging. The job posting for this classification was published in November through December, 2021 for recruitment of qualified applicants. A sufficient number of applications were submitted during the posting period; however, a majority of the applicant pool did not meet minimum qualifications, and others did not participate in the scheduled examination or were unsuccessful.

There are two ranks of candidates (two eligibles) who meet the minimum qualifications and successfully completed the examination process. To support the critical needs of the District's payroll department, it is requested that the eligibility list be approved to initiate procedures to fill a vacancy. The classification is currently posted for recruitment of additional applicants.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the Benefits/Payroll Clerk eligibility list containing two ranks as presented.

Palmdale School District  
Personnel Commission

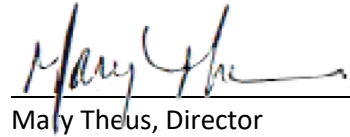
March 22, 2022

**CLASSIFIED RECRUITMENT SUMMARY REPORT**

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Benefits/Payroll Clerk	11/24/2021	12/16/2021	02/04/2022	02/22/2022	54	17	12	5	2	2	2	2	02/22/2022	02/21/2023	No	2

\*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

I certify the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.



Mary Theus, Director

3/18/22

Date

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: March 22, 2022 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS:  
PARAEDUCATOR CERTIFIED INTERPRETER (DHH)

**BACKGROUND**

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

**STATUS**

Recruitment efforts for the Paraeducator Certified Interpreter (DHH) classification is continuous, with a limited number of applicants. Currently, we have one applicant that has met the minimum qualifications and completed the examination process. Due to an ongoing need for qualified candidates, the District would like the ability to interview and select, if appropriate, from the list of one eligible presented for your consideration and approval.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the eligibility list for Paraeducator Certified Interpreter (DHH) as presented.

Palmdale School District  
Personnel Commission

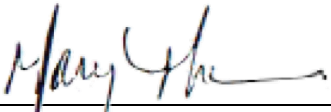
March 22, 2022

**CLASSIFIED RECRUITMENT SUMMARY REPORT**

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Paraeducator-Certified Interpreter II (DHH)	07/01/2020	Cont.	06/30/2021	02/08/2022	6	1	1	0	NA	1	1	1	02/08/2022	02/07/2023	No	1

\*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

I certify the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

  
\_\_\_\_\_  
Mary Theus, Director

3/18/2022  
\_\_\_\_\_  
Date

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	March 22, 2022		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE INITIAL SALARY STEP PLACEMENT - MENTAL HEALTH INTENSIVE CASE MANAGER		

**BACKGROUND**

In accordance with Personnel Commission Rules and Regulations, Item 7.6, the initial salary placement is the first step of the salary range as approved by the Commission. An accelerated pay rate may be established in classifications where recruitment efforts are difficult. The initial salary placement may be set beyond the first step, but not to exceed the third step, with the recommendation of the Superintendent as well as the approval of the Board and Commission.

**STATUS**

The Mental Health Intensive Case Manager position can be difficult to fill because of the certification and minimum qualification requirements. Two qualified candidates with extensive experience were recently selected through the interview process for contingent hire.

As approved by the Superintendent, the initial salary step placement recommendation to employ Applicant #29811235 as Mental Health Intensive Case Manager is at Step 2 (\$91,007) of the Leadership Team Salary Schedule pursuant to Rule 7.6.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the initial salary step placement as recommended.